

# FAQ and General Directions for Small Electric Annual Report PDF form completion and submission

## During completion of the PDF please note:

1. All fields bordered with **red** are mandatory fields and your submission will only upload successfully with mandatory fields filled out completely.
2. There are also fields not bordered in red, but which may become mandatory. These are as follows:

In the **Email Information** section on page 3 where there are input lines for two contacts, the field for phone and email becomes mandatory upon the entry of the name.

AND

Within the **Underground Facilities Damage Report** section on pages 41 & 43 items/questions 2b & 5d, 5f and 6f are not bordered in red but completion may be required depending upon the answer preceding each of these questions.

## Upon submitting/uploading Annual Report PDF and any supplemental data:

1. Save Annual Report pdf file to a known location.
2. Click the download link located in the courtesy email sent from the Department.
3. Once in the link you will notice the red star (\*) indicating required information.

The first question asked at the Web Portal:

**Is the Annual Report Confidential?\*** The default is “No.”

Select “**Attach Annual Report\***” then click browse and select your saved PDF.

If “Yes” is selected and not the default “No,” please attach the following documents at this step:

**Annual Report\***

**Confidential Treatment\***

**Redacted Version\***

**Affidavit\***

4. If you have any additional or supplemental documents you wish to submit, you may do so under the **Additional Documents** section by clicking browse and then selecting the file.

Now you are **ready to submit**. Click on the “**Proceed**” button located at the bottom-left side of the page. Your upload will now occur and once successful you’ll find a validating message at the top left of the page.